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CONFIDENTIAL 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)
SUBJECT: Weekly Report for the Week Ending 15 January 1954

1. General



25X1C4a

2. Projects and Studies in Process

a. ██████████ - (new and completed item)

A study has been completed covering all support facilities in this area. This study will be considered in the major base program as a forward support base.

3. Staff Item of Interest



25X1C15a

4. Administration

a. Agency Regulations - (continued item)

The following proposed ██████████ was forwarded to the Regulations Control Staff for final coordination and publication:

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(1) ██████████

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b. Basic Intelligence Course (SUP) - (continued item)

The Logistics Office presentation in this course was conducted on 14 January 1954.

5. Transportation Division

a. Operational Statistics, Week Ending 14 January 1954 - (continued item)

- (1) Trucking Operations:
 - (a) Tonnage Moved - 26 tons (out of town)
 - (b) Total Truck Mileage - 7,033 miles
- (2) Cargo Operations:
 - (a) Total Air Shipments - 21
 - (b) Tonnage Moved - Air - 7 tons
 - (c) Total Surface Shipments - 42
 - (d) Tonnage Moved - Surface - 15 tons
- (3) Personal Property Shipments:
 - (a) Incoming Personal Property - 11
 - (b) Outgoing Personal Property - 16
 - (c) Incoming Privately-Owned Automobiles - 0
 - (d) Outgoing Privately-Owned Automobiles - 10

6. Supply Division

a. Shopping List - (new and completed item)

A study has been developed concerning operational requirements which are based on issue experience. This information will be coordinated with other organizational components so that a more realistic requirements forecast of materiel in support of Agency operations can be effected.

b. Table of Allowances - (new and completed item)

The vehicle table of allowances for the Far East has been prepared in conjunction with FE/Log. This table of allowances will be forwarded to the DD/P and the Acting DD/A for formal approval.

7. Procurement Division

a. Contract Documents and Requisitions - (continued item)

25X1A5a1

(1) Contracts

Contractor	Commodity & Quantity	Dollar Value
	Automatic Packaging Machine	\$ 3,535.
	Initiation of Task II - R&D	358,727.
	Laboratory Equipment	6,044.

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Procurement Division - Requisitions - (continued item)

(2) Requisitions - By Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	13	13	122	133	281
Received	34	17	11	114	176
Completed	42	20	17	79	158
Pending	5	10	116	168	299
Amt.Oblig.	\$3,552.64	\$9,943.36	\$378,809.00	\$25,300.56	\$417,605.56

8. Real Estate and Construction Divisiona. TDY Budget Revision - (new item)

A study is being prepared concerning the TDY fund requirement in support of Agency construction projects world-wide. Indications are that the amount previously included for TDY will be insufficient to meet the needs during the next six (6) months.

JAMES A. GARRISON
Chief of Logistics

ARL LO/SS/ARL:mk (15 Jan. 1954)

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